

# Wyndham Community and Education Centre Inc Code

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Policy name	<b>CODE OF ETHICS</b>
Responsible person	Board of Management, CEO
Staff involved	All
Review dates	2017
Related documents	<b>Legislation:</b> Charter of Human Rights and Responsibilities Act 2006 <b>Policies:</b> Privacy Policy and Procedure <b>Other:</b> Staff and Volunteer Codes of Conduct, Strategic Plan, Vision, Mission, Values and Democratic Principles Statement, Rules of Association, DEECD Statement of Expectations (for staff in HESG funded programs included in teacher packages)

## Purpose

Wyndham Community and Education Centre Incorporated's *Code of Ethics* outlines the ethical framework that guides Board of Governance, employees, Wyndham CEC members and volunteers to ensure the best possible standards of service delivery and professional and personal conduct.

## Code

This Code outlines Wyndham Community and Education Centre Incorporated's (Wyndham CEC) expectations in relation to the standards of ethical behaviour expected of staff, Board members and volunteers involve in the organisation.

The *Code of Ethics* embodies Wyndham CEC's vision, mission, values and commitment to democratic principles reflected throughout Wyndham CEC and the principles that underpin Wyndham CEC's approach to working inclusively with our diverse communities.

Integral to this *Code of Ethics* are the following:

## Vision

Improving lives - strengthening communities

## Mission

Wyndham Community & Education Centre Inc. will be a leader in education programs and community services in Wyndham City and surrounds.

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This document was reviewed and accepted by the Board of Management of the Wyndham Community and Education Centre Inc on 27/2/15 and supersedes all previous versions.

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Our programs and services will provide opportunities that lead to further education and employment pathways, enhance well-being and improve quality of life.

## Values

Due to the diversity of staff, students, clients, Board of Governance and volunteers, Wyndham Community and Education Centre Inc. is guided by the following set of values:

- Respect – being aware of and valuing other beliefs, cultures and opinions
- Integrity – being honest, ethical and accountable
- Commitment – consistently achieving our goals, values and purpose
- Inclusion – working together, connecting communities, celebrating diversity
- Responsive – consistently responding and adapting to meet community needs

Wyndham Community and Education Centre Inc. promotes these values through:

- Providing access and equity to all members of the community
- Implementation of its policies and procedures

## Democratic Principles

Wyndham Community & Education Centre Inc. supports and promotes the principles and practice of Australian democracy including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

## Principles of Practice

### 1. Service to Our Community

*(meets above values of respect, commitment, inclusion and integrity)*

- Staff, Board members and volunteers will ensure they understand the vision, values, statement of purpose and strategic plan of the organisation.
- Staff, Board members and volunteers will undertake to understand and respond to community needs from a social justice perspective.
- Staff, Board members and volunteers will demonstrate tolerance and respect for human rights and principles of fairness, equity, opportunity and dignity for

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all regardless of cultural background, race, gender, age, religion, political affiliation or disability.

- Staff, Board members and volunteers will behave honestly and fairly with each other, clients, students and stakeholders.

## **2. Professional Conduct and competence**

*(meets above values of integrity, commitment, inclusion and responsiveness)*

- Staff, Board members and volunteers will ensure students and clients in programs are informed of their rights and responsibilities and are provided with accurate, honest and current information.
- Staff, Board members and volunteers will comply with relevant State, Federal and Local legislation, regulations and guidelines.
- Staff, Board members and volunteers will comply with Wyndham CEC's policies, procedures and codes.
- Staff, Board members and volunteers will represent Wyndham CEC in a professional manner
- Staff, Board members and volunteers will support the organisation publicly.
- Staff, Board members and volunteers will work cooperatively, as part of a team and commit to resolving conflict as it arises.
- Staff, Board members and volunteers will adhere to OH&S processes and will not act unsafely or put others at risk.
- Staff, Board members and volunteers will commit to excellence in delivery of programs and services at Wyndham CEC.
- Wyndham CEC will ensure that staff, Board members and volunteers possess and maintain professional knowledge and skills to competently perform their duties.

## **3. Integrity**

*(meets above values of respect, integrity, inclusion, commitment, responsiveness)*

- Staff, Board members and volunteers will, at all times, act fairly, in good faith and without bias or prejudice.
- Staff, Board members and volunteers will maintain the integrity of the organisation through maintaining high professional standards, including appropriate standards of behaviour and conduct that does not cause harm to others.
- Staff, Board members and volunteers will ensure the confidentiality and privacy of students, clients and colleagues is respected and maintained at all times except when compelling moral, ethical or legal reasons exist.
- Staff, Board members and volunteers will respect the integrity of other organisations that Wyndham CEC is involved with through partnerships or otherwise.

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- Staff, Board members and volunteers will ensure that actual or potential conflicts of interest are declared.
- Wyndham CEC will use public resources in an appropriate and ethical way including being open and accountable for them.
- Wyndham CEC will commit to continuously improving its programs and services through ongoing monitoring, review and continuous improvement processes.

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